



Emergency Management Division

Washington State Military Department

Washington State Hazard Mitigation Grant Program



**Application Development Guide
April 2002**

Life, Property, Environment, Economy



Emergency Management Division

Washington State Military Department

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Hazard Mitigation Grant Program Application Development Guide

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HAZARD MITIGATION GRANT PROGRAM
APPLICATION DEVELOPMENT GUIDE

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I. INTRODUCTION

The purpose of this document is to provide Applicants with program information on the Hazard Mitigation Grant Program (HMGP). The HMGP is funded through Section 404 of Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended (See Appendix 5, Excerpts from P.L. 93-288, as amended).

The intent of the HMGP is to reduce the risk of future damage, hardship, loss, or suffering caused by **major disasters** by providing substantial financial support to carry out cost-effective hazard mitigation measures. These measures are to be identified as part of the mitigation planning process required of state, local, and tribal governments as a condition of receiving federal disaster assistance.

To be eligible to apply for HMGP funds, Applicants (Jurisdictions) must be agencies of state government, local governments (city, town, or county), special purpose districts, federally recognized Indian tribes, and certain registered nonprofit organizations with like-government services and facilities. All subdivisions of these units of jurisdictions must coordinate their applications with the main jurisdiction. For example, an Emergency Management Agency is a subdivision of a city, town, county or tribe, however, the Chief Executive may appoint an emergency manager as an applicant agent. For all HMGP projects, the Applicant also must be participating and in good standing with the National Flood Insurance Program (or its successors) or located in a community that is, as well as the broad initiative of the Growth Management Act and/or Critical Area Ordinances and other land uses.

FREQUENTLY ASKED QUESTIONS (FAQ's)

A. *What is the Hazard Mitigation Grant Program?*

The HMGP is a program managed by the state of Washington to administer funds from the Federal Emergency Management Agency (FEMA).

B. *How long does it take to receive money from the HMGP?*

If eligible and recommended to FEMA, the time between the application due date and receipt of funds is four-to-eighteen months and is dependent upon the FEMA environmental analysis and National Environmental Policy Act (NEPA) process.

C. *How does the state determine which applications to fund?*

Following an in-depth initial eligibility review, applications that have been determined to be eligible within that disaster funding cycle are given to a five-to-six person committee made up of state and local officials (local officials are selected from outside the declared disaster area if possible). They score the narrative section based on how well the project meets state and federal goals as outlined in the application. Once the scores are completed, these are ranked and funding is recommended for as many Applicants as possible working down the list. Once the committee ranks projects, these are recommended to the Director of the Emergency Management Division. Upon approval, those applications are forwarded to FEMA for final approval and funding.

D. Do we have to have a local mitigation plan or strategy?

Yes. The Disaster Mitigation Act of 2000 requires state, local and tribal plans as a condition of receiving mitigation funds. Successful applicants since the Nisqually Earthquake are required to develop an all hazard mitigation strategy. However, we have been phasing in this requirement. At this time, communities that have a mitigation plan will receive additional points/credits during the application evaluation process. Those communities that do not have a local mitigation plan will be required to develop one within 18 months of approval of grant funding. Additionally, communities will be required to have approved local plans by November 1, 2003 in order to be eligible to apply for HMGP funds. Separate hazard mitigation strategy/planning information will be provided.

E. Does FEMA have a "BUY OUT" Program? How do I participate?

FEMA does not have a BUY OUT program as defined as a "regular" program to acquire homes and other damaged structures. However, the acquisition of property and structures by an eligible jurisdiction is an eligible project type under the HMGP. Interested homeowners must work through an eligible Applicant.

F. How much money can we apply for or receive?

Amounts vary from disaster event to disaster event. There is a limited amount of funding made available to the state through FEMA based upon a formula of federal disaster costs and these funds are made available only after the President declares a major disaster. The state will make a determination based on the amount of funding available, the expected number of applications and the distribution of the applications around the declared disaster areas to determine how much funding will be made available to a jurisdiction. A project recommended for funding is normally eligible for 75% funding by FEMA and 12.5% funding from the state. All applicants are responsible for the remaining costs and any cost overruns.

G. When will we know if we will receive funding?

The state will notify you shortly after the application review process to let you know if your project is being recommended to FEMA or not. However, FEMA has the final approval authority for the funding of all projects. (FEMA also will prepare all environmental review documents on the submitted projects.) FEMA's final approval can take anywhere from 4-to-18 months from the time of the application due date to the state. The development of the grant agreement and obligation of federal funds for specific projects will be completed only upon receipt by the Emergency Management Division of formal notification of project approval from FEMA.

H. How much can we use for administrative costs?

In past disaster events, the costs of requesting, obtaining, and administering federal assistance, additional administrative monies were made available to the Department (grantee) and Applicants (subgrantees) per the following formula:

- For the first \$100,000 of net eligible costs, 3 percent of such costs.
- For the next \$900,000 of net eligible costs, 2 percent of such costs.
- For the next \$4,000,000 of net eligible costs, 1 percent of such costs in excess of \$1,000,000.

- For the next \$5,000,000 or more of net eligible costs, ½ percent of such costs.

These costs were separate from the project costs and could not be included in the grant request. This funding formula was known as the “3-2-1 money.”

However, the grantee and subgrantee funding is being changed as a result of the Disaster Mitigation Act of 2000. Section 202 amends section 324 of the Stafford Act and the new Act establishes a new “Management Costs” rate. This rate will include “any indirect costs, any administrative expenses, and any other expense not directly chargeable to a specific project under a major disaster, emergency, or disaster preparedness or mitigation activity or measure.” At this time, the rates have not been established.

I. What is meant by “PUBLIC INVOLVEMENT” in the development and selection of the proposed action alternatives?

Under the requirements of the National Environmental Policy Act (NEPA), both the general and the directly affected public must be provided an opportunity to comment on any proposal being submitted by the jurisdiction requesting federal funding. Preferably, they are given the opportunity to discuss other alternatives or solutions to the problems being addressed.

What this means in the real world can vary by community and type of project. At the very minimum, Applicants must place a notice in a local paper announcing the jurisdiction's intent to apply for a HMGP grant from the state and federal governments to solve a particular problem with a local match and hazard mitigation plan requirement, preferably started in the Letter of Intent phase. Each application cycle requires a new notice and meeting due to priorities and individual's concerns changing. The notice must provide a way for the public to comment on the problem and an opportunity to help develop the alternatives. If the project is going to impact homeowners (such as an acquisition or an elevation), the Applicant must have documentation showing that they have talked to the property owners and that they are willing to participate in the project.

Most successful communities have two-to-three open public meetings discussing alternatives, allowing citizens to voice their opinions and making adjustments to plans. For example, if you received funds from the HMGP and a citizen comes along with a complaint such as, “I live five miles away and my property was more damaged than the area you are working. Why did you not apply to fix the area around my home?” You must be able to show that you had provided an opportunity to comment on the proposed project.

Additionally, public meetings must be held early in the application development process, after the declared event and no less than 45 days prior to the application due date. Applicants that wait until the last few weeks prior to the application due date **have not** provided the public an adequate opportunity to comment on the project and help develop alternatives. Those applications that have not provided the public an opportunity to comment on the proposed project/problem will be INELIGIBLE.

II. RESPONSIBILITIES

A. State Government

The Washington State Military Department, Emergency Management Division (hereafter referred to as the Department) is assigned the responsibility of administering the Hazard Mitigation Grant Program as defined in this document. The Department will:

1. Develop and publish grant guidance, funding criteria and application forms;
2. Solicit qualified proposals from eligible Applicants;
3. Conduct Applicant briefings or workshops, and provide technical assistance;
4. Convene, as needed, the Mitigation Grant Review Committee to review, evaluate, and recommend priority projects for funding;
5. Forward recommendations for funding to FEMA for final approval;
6. Withdraw projects from consideration, as necessary; and
7. Develop grant agreements with, and administer funds to, Applicants and submit quarterly and final reports to FEMA.

B. Applicant

Applicants are responsible for the following:

1. Identification of projects.
2. Establishing local priorities and the submittal of applications to the state for funding consideration.
3. Providing any additional information necessary to comply with the National Environmental Policy Act (NEPA) and support FEMA in its completion of the environmental analysis.
4. Development of, submittal for approval, and the adoption of a local hazard mitigation plan as required under Section 322 of the Disaster Mitigation Act of 2000.
5. An Alternate Applicant Agent may be designated.

The Chief Executive Officer of the Community/Agency, or other legislative body, must designate an Applicant Agent to represent the Applicant to submit the application, arrange for work, monitor and evaluate work completed, and provide all essential documentation to the Department. The Applicant Agent also must have authority to sign on behalf of the Applicant, such as legally binding the Applicant in the grant agreement.

NOTE: This designation must be completed for each individual disaster and for each individual disaster assistance program. Example: if an individual is designated for FEMA-XX1, they must be re-designated for FEMA-XX2 and be program specific (i.e., HMGP).

C. Federal Government

The Director of FEMA Region X will review the state's recommendations for projects. FEMA has the final approval authority for funding of all projects. FEMA also is responsible for preparing all environmental review documents related to the submitted projects.

III. FUNDING OF ELIGIBLE PROJECTS

A. Federal

The Disaster Mitigation Act of 2000 (Public Law 106-390) amended the Stafford Act and allows for increased funding for the HMGP for disasters declared after October 2000. The new increase will be based on an amount of up to 20 percent of the federal expenditures, for the disaster, under all categories of the Public Assistance and the Individual Assistance programs, less administrative costs. However, there are several new conditions that states must meet to be approved for the additional funding. As of the publication of this document, these criteria are still being reviewed by the state.

Project costs are shared on a 75 percent federal, 25 percent non-federal basis. Currently, the non-federal share is split between the state and the Applicant (or 12.5 percent state and 12.5 percent Applicant). The non-federal share may vary by disaster and will be defined in the FEMA-State Agreement for that disaster. The development of the grant agreement and obligation of federal funds for specific projects will be completed only upon receipt by the Department of formal project approval from FEMA.

In past disaster events, the costs of requesting, obtaining, and administering federal assistance, additional administrative monies were made available to the Department (grantee) and Applicants (subgrantees) per the following formula:

- For the first \$100,000 of net eligible costs, 3 percent of such costs.
- For the next \$900,000 of net eligible costs, 2 percent of such costs.
- For the next \$4,000,000 of net eligible costs, 1 percent of such costs in excess of \$1,000,000.
- For the next \$5,000,000 or more of net eligible costs, ½ percent of such costs.

These costs were separate from the project costs and could not be included in the grant request. This funding formula was known as the “3-2-1 money.”

However, the grantee and subgrantee funding is being changed as a result of the Disaster Mitigation Act of 2000. The new Act, Section 202, which amends section 324 of the Stafford Act, establishes a new “Management Costs” rate which will include “any indirect costs, any administrative expenses, and any other expense not directly chargeable to a specific project under a major disaster, emergency, or disaster preparedness or mitigation activity or measure.” At this time, the rates have not been established.

B. Applicant

The Applicant's share of the project costs may be composed of Applicant-generated revenue and private sector resources (loans, etc.). In some situations other state grant funds and Community Development Block Grant funds can be used as part of the local match, as long as these are not precluded so by law. Applicant contributions also can be in the form of documented in-kind services. Volunteer labor and materials, actual in-house labor and equipment costs, are just some of the types of in-kind services that may be considered as part of the Applicant share. However the HMGP is a grant "reimbursement" program and Applicants should have sufficient resources to begin the project.

C. State

The state's share of the project costs is established in the FEMA-State Agreement signed by the Governor. Currently, the state's share of project costs is one-half of the non-federal share of the approved project costs.

The Department and the Applicant will execute a grant agreement outlining agreed-upon costs, reimbursements, scope of work, and estimated completion schedules. Grant agreements are only developed following approval and receipt of funding documents from FEMA. Funds are reimbursed to the Applicant once documentation of work is completed, and of which payment is being requested, and is provided to the Department. Reimbursements may be made intermittently throughout the grant period, or all at once, upon conclusion and satisfaction of the grant conditions and requirements, to include an all hazard mitigation strategy.

IV. PROJECT ELIGIBILITY REQUIREMENTS

Below are the criteria that are required by both FEMA and the Department in order for an application to meet the HMGP eligibility requirements. While this section does not outline projects NOT eligible for funding through HMGP (such as levees), these criteria will help the Applicant in identifying those projects most appropriate for funding with HMGP. If, after reviewing these criteria, questions remain regarding the eligibility, the Applicant should contact the State Hazard Mitigation Officer at EMD. It should be noted that there is no appeal process for those projects that are determined to be ineligible for HMGP funding.

A. Federal Criteria

In addition to the federal requirements noted in Sec. 206.434, 44 CFR (Appendix 1), a project must:

1. Solve the problem it is intended to address;
2. Be located in a community participating and in good standing in the National Flood Insurance Program (NFIP);
3. Meet all applicable federal, state, and local permit requirements, and **"not contribute to or encourage development in the floodplain, wetlands, or other hazardous areas,"** and support environmental justice (Federal Executive Orders 11988, 11990 and 12898.); and

4. Be cost effective in that it:
 - a. Addresses a problem that has been repetitive, or a specific problem that poses a significant risk if left unsolved;
 - b. Will not cost more than the anticipated value of the reduction in both damages and subsequent negative impacts to the area, if future disasters were to occur;
 - c. Has been determined to be the most practical, effective and environmentally-sound alternative after consideration of a range of options;
 - d. Contributes, to the extent practical, to a permanent or long-term solution of the problem it is intended to address; and
 - e. Considers long-term changes to the areas and entities it protects, and has manageable future maintenance and modification requirements.

B. State Criteria

In addition to the above criteria, a project also must support the general hazard mitigation objectives contained in the *Washington State Hazard Mitigation Strategies*. Projects should:

1. Show adoption of a local hazard mitigation plan;
2. Protect lives and reduce public risk;
3. Reduce the level of disaster vulnerability in existing structures;
4. Reduce the number of vulnerable structures through acquisition, relocation, retrofit, or flood proofing (See Appendix 6, FEMA HMGP Guidance for Acquisitions & Relocation and Appendix 7, Relocation Assistance to Tenants Worksheet);
5. Avoid future inappropriate development in areas vulnerable to future disasters;
6. Solve a problem independently, or function as a beneficial part of an overall solution with assurance that the whole project will be completed;
7. Provide a cooperative, inter-jurisdictional solution to reduce future disaster damage;
8. Provide a long-term mitigation solution;
9. Address emerging hazard damage issues such as urban stormwater, trees in power right of ways;
10. Restore or protect natural resources, recreation, open spaces, and other natural and/or built environmental values;
11. Develop and implement comprehensive programs, standards, and regulations that reduce disaster damage;
12. Increase public awareness of natural hazards, preventative measures, and emergency responses to disasters;
13. Upon completion, have affordable operation and maintenance costs; and
14. Illustrate how the project improves the Applicant's ability to protect its critical areas according to the Growth Management Act (GMA), and generally supports the goals of the GMA (RCW 43.17.250).

V. SOLICITATION OF APPLICATIONS

Following a presidential declaration of a major disaster in the state of Washington, the State Hazard Mitigation Officer (SHMO) will make every effort to publicize the Hazard Mitigation Grant Program and inform potential Applicants of the availability of mitigation grant funding. Appendix 2 is a Fact Sheet on HMGP.

Information on the program will be given during all public assistance Applicant briefings. Also, letters and information may be sent to emergency management offices within affected counties, participants in the Public Assistance program, and other interested parties. Information also will be distributed at all mitigation training and briefings and posted to the Department EMD website.

At the discretion of the State and Federal Hazard Mitigation Officers, a joint press release describing the program may be issued. This release will contain program information and requirements, a "Letter of Intent," application deadlines, and a point of contact for further information. The "Letter of Intent" must be received by the Department within the time established. Submission of a "Letter of Intent" is an initial requirement for any Applicant to receive an HMGP application.

VI. PROJECT IDENTIFICATION

In addition to the project application process outlined above, the SHMO will identify and encourage appropriate mitigation projects by doing the following:

- A. Prior to the Preliminary Damage Assessment (PDA), brief survey teams on the Hazard Mitigation Grant Program and enlist their help in identifying potential mitigation projects and issues;
- B. Brief the Public Assistance Project Workshop Teams that will complete detailed inspections of damaged facilities so that they may identify broad or comprehensive projects that impact several sites. Teams will report findings to the SHMO;
- C. Review hazard mitigation team (Hazard Mitigation Survey Team or Interagency Hazard Mitigation Team) reports from previous and current federally declared disasters to identify potential projects for funding;
- D. Review unfunded grant applications from prior declared disasters, activities, or state priorities for possible funding; and
- E. Review local hazard mitigation plans from declared jurisdictions.

VII. PROJECT CRITERIA - *What Makes a Successful Project Application?*

In addition to meeting the state and federal criteria on pages 6 and 7, successful HMGP project applications also MUST document the:

- A. In-depth development of at least three (3) viable alternatives, one of which may be the No Action alternative. The Proposed Action alternative (the recommended project) must have *been determined to be the most practical, effective, and environmentally sound alternative after consideration of a range of options*. All three

alternatives must be fully developed and discussed in order for the application to be considered; and

- B. Recent* public involvement in the development and selection of the alternatives, especially with those individuals who may be impacted by the project. Public involvement and notice are requirements under the National Environmental Policy Act (NEPA). Applications that do not have this documentation, especially those that affect property owners, will be **ineligible**.

****Recent public involvement is defined within the HMGP as public involvement within one year from the time the Applicant submits its application (as in the case of a repetitive hazard being discussed in the community). Public meetings and notice(s) conducted prior to the date of the declared disaster cannot be used to fulfill this requirement, but should be included to illustrate the hazard. Also, 45 days prior to the application due date, public notices and meetings must have begun to ensure that priorities and minds have not changed.***

Applications that do not include the above two (2) items are **incomplete** and will be **ineligible** for funding consideration.

NOTE: *Due to National Environmental Policy Act (NEPA) requirements and guidance from the President's Council on Environmental Quality (CEQ), projects that have been started or completed prior to approval will not be eligible for funding nor can those costs be used as a match.*

VIII. APPLICATION PROCESS

With a Presidential Disaster Declaration that provides Public Assistance or Individual Assistance program funds to the state of Washington, the state also receives Hazard Mitigation Grant Program funds. The following process is used to administer the program (See Appendix 3 Step-by-Step Application Directions).

A. Submission of Applications to the State

The Department will solicit "Letters of Intent" from Applicants normally within 30 - 45 days of the disaster declaration, or some reasonable period following a catastrophic disaster. Normally, upon receipt and processing of the Applicant Letters of Intent, the Department will send applications to the interested Applicants for completion.

A date will be established by the state for the return of the completed applications (normally 60-90 days from receipt of the application). This date will allow enough time to ensure compliance with all environmental requirements, development of alternatives, and the public involvement process. However, due to changing FEMA policy on the HMGP process, Applicants are encouraged to begin project identification through the local planning process in order to meet future reduced application timelines.

B. Review, Ranking and Selection of Projects

1. Review Process

The Department will review all applications for completeness and to ensure these meet state and federal eligibility criteria. All Applicants will be notified whether their application passes this threshold. **There is no appeal of the state's determination of ineligibility.**

If necessary, a Mitigation Grant Review Committee will be appointed, to review and make funding recommendations on the applications.

2. Ranking Process and Criteria

If a Mitigation Grant Review Committee is deemed necessary, it will rank all eligible projects. The Committee will use an Application Evaluation Package to score the applications. Ranking will include consideration based on meeting the:

- a. Objectives and criteria of the Washington State Hazard Mitigation Strategies;
- b. Federal and state criteria as outlined earlier in this document;
- c. CFR Section 206.435 (b);
- d. Available funding; and
- e. Previous and current HMGP participation. (Applicants are normally limited to three (3) active projects at any one time.)

The SHMO will provide information on the projects to the Division Director, in prioritized order, those grant applications as recommended for FEMA approval by the Mitigation Grant Review Committee.

Applicants will be formally notified of the results of the ranking and review process and of their recommended, or non-recommended, status by the DEPARTMENT. Applicants not being recommended for funding may appeal this decision under specific criteria. (See Appendix 4, Applicant Appeal Process)

If the situation warrants, and at the direction of the EMD Director, a percentage of the Hazard Mitigation grant funds may be set aside to accomplish projects as outlined in Washington State Hazard Mitigation Strategy (the state 409; under revision for 322 plan). These projects will be exempt from the Committee ranking process.

C. Submission of Selected Projects to FEMA

1. The SHMO will prepare a project package, for transmittal to FEMA by the Division Director, containing:
 - a. A narrative describing the anticipated projects and justification for recommendation and rationale for each project;
 - b. Copies of recommended applications and additional pertinent information;

- c. A certification by the Department that the projects meet all federal and state eligibility requirements; and
 - d. A completed SF 424 (Application for Federal Assistance), which requests funding for all projects recommended.
2. Upon notification from FEMA of a decision on selected projects, the SHMO will notify Applicants of FEMA's decision.

a. Funded Projects

Approved and funded Applicants will be provided a copy of the HMGP Guidelines for Approved Projects. This document will help answer contracting questions and contains information on:

- 1. Reporting requirements;
- 2. Process for requesting funds;
- 3. Information on administrative costs; and
- 4. the Grant Agreement between the state and the Applicant.

b. Non-approved/Unfunded Projects

Upon notification from FEMA of projects that are not approved and not funded, the SHMO will send a letter to Applicants on non-approval and non-funding. Specific criteria for appealing the federal decision will be provided.

D. Withdrawal of Recommended Projects

The state may opt to withdraw a project from consideration by FEMA. The following is a short list of some of the possible reasons that may cause a project to be withdrawn:

- 1. Misrepresentation(s) by the Applicant in the application;
- 2. Non-covered cost increases prior to FEMA approval;
- 3. Loss, or reduction, of committed funding;
- 4. Failure to maintain eligibility as described in this document or as outlined in 44 CFR 206.434;
- 5. Lack of public participation; and
- 6. Major changes in the recommended project scope of work.

The Department reserves the right to deny application rating or funding when submitted applications involve eligible general purpose or special purpose units of governments with serious unresolved audit findings related to performance capacity.

Further, the Department reserves the right to postpone project contracting or to deny funding if there is a significant problem with previous Subgrantee performance, such as failure to complete projects in agreed upon times, major cost overruns, failure to provide required documentation in a timely manner, etc. In such situations, the Grantee is responsible for the development and initiation of corrective action satisfactory to the Department.

IX. PROGRAM ADMINISTRATION

For informational purposes, and to help explain the HMGP process, the following is provided on the program administration.

A. State Administrator

1. The State Hazard Mitigation Officer (SHMO) is responsible for project management and record keeping, including project files which contain all correspondence, applications, vouchers, reports, receipts, and related documentation.
2. The SHMO will oversee preparation of the state/local grant agreement outlining the work to be done and costs.
3. Quarterly progress reports will be submitted to FEMA by the SHMO based on the reports provided by the Applicant Agent. A final report also will be required from each Applicant, and close-out documents will be submitted to FEMA by the SHMO.

*NOTE: Failure by the Applicant to submit timely quarterly reports may be cause for the termination of a grant.

B. Financial Management

1. The Department will serve as Grantee for project financial management in accordance with 44 CFR, Part 13. Subgrantees (Applicant) are accountable to the Grantee for funds that are awarded.
2. Subgrantees are the legal entities to which the state awards money for projects. These can be a state agency, local government, special purpose district, eligible private nonprofit organizations with like government services and facilities, or federally recognized Indian Tribe. Subgrantees are responsible to the Grantee for expenditures, work performed, and reporting requirements.
3. Allowable costs associated with administering the program are authorized in accordance with Section 206.439, 44 CFR.
4. Project costs will be reimbursed on an actual cost basis up to the contract amount. Twelve and one-half percent (equivalent to the state's share) may be retained pending project completion and close-out. The Subgrantee administrative funds will be paid out only upon final inspection and project and strategy acceptance.
5. Payment will be based on Subgrantee submittal of an A-19, Voucher Distribution form and documentation of expenditures.
6. Cost overruns will be the responsibility of the Applicant.

7. Final Payment:

- a. The Applicant Agent will submit a final A-19 Voucher Distribution and final report to the SHMO after the project work has been completed.
- b. A final inspection of the completed project will be performed by the state. A joint State/FEMA inspection will be conducted when possible. FEMA will notify and coordinate any additional inspections by FEMA staff prior to the inspection. Final payments will be made upon completion of the state's final inspection as specified in the grant agreement.

X. AUDIT REQUIREMENTS

Uniform audit requirements as set forth in 44 CFR, Part 14 apply to all grant assistance provided under this program. FEMA may elect to conduct a federal audit on the Hazard Mitigation grant or on any of the subgrants.

XI. CLOSE-OUT PROCEDURES

- A. The Subgrantee will submit close-out information in the form of a final report on work done, expenditures, and other costs.
- B. The Department shall schedule a final inspection of the project with the Subgrantee and will notify FEMA of the inspection date.
- C. Project close-out will be noted in the project files upon completion of all inspection reports and outstanding documents.
- D. Final payment to Subgrantee shall be made upon final review. (Usually including Subgrantee administrative funds.)

XII. ADMINISTRATIVE DOCUMENT REVIEW

This document will be reviewed annually, or after a Presidential Disaster Declaration, to ensure compliance with the law, implementing regulations, and state policies. It will be updated as needed to reflect regulatory or policy changes, or to improve program administration.

XIII. AUTHORITIES AND REFERENCES

- A. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
- B. Federal Emergency Management Agency (FEMA) Regulations, 44 CFR, Part 206, Subparts M and N.
- C. FEMA Regulations, 44 CFR, Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

D. Single Audit Act of 1984.

E. Chapter 38.52, Revised Code of Washington, Emergency Management.

XIV. DEFINITIONS

Selected definitions are shown below. A complete list of applicable definitions is found in 206.431, Subpart N of 44 CFR Part 206 (Appendix 1).

"Applicant" means a state agency, local government, special purpose district, eligible private nonprofit organization, or federally recognized Indian Tribe. Subdivisions of these jurisdictions are required to coordinate with the Chief Elected Official of the main Jurisdiction for prioritizing submission of applications and appointing an Applicant Agent.

"Grant" means an award of financial assistance.

"Grantee" will mean the state of Washington.

"Jurisdiction" means the same as "Applicant" and is interchangeable.

"Subgrant" means an award of financial assistance under a grant to an eligible Applicant.

"Subgrantee" means the Applicant, government or other legal entity to which a sub-grant is awarded and which is accountable to the grantee for the use of the funds provided. *(This is the wording used to reference the Applicant on the FEMA funding documents)*

"State Hazard Mitigation Officer (SHMO)" means the individual designated as the responsible individual for all matters related, overall, to the Hazard Mitigation Grant Program, and the Section 409 Hazard Mitigation Planning Program, Sections 404 and 409 respectively of PL 93-288, as amended.

"Project" means any eligible mitigation measure or action to reduce risk of future damage, hardship, loss or suffering from disasters. The terms "project" and "measure" are used interchangeably in the regulations.

"Mitigation Grant Review Committee" means the five (5) member grant application review body at the state level.

"Washington State Hazard Mitigation Strategies" The current state 409 plan; the disaster specific document that identifies statewide hazard damage reduction goals and objectives, the means to accomplish them, and a time frame for implementation. The strategy or plan is a document that identifies and analyzes the hazards, risks and vulnerabilities of a given jurisdiction (entity) and provides key decision makers an action plan on how to deal with those hazards.

XV. APPENDICES

Appendix 1	Subpart N, Hazard Mitigation Program, 44 CFR, Part 206
Appendix 2	Hazard Mitigation Grant Program Fact Sheet
Appendix 3	Step-by-Step Application Directions
Appendix 4	State Level Appeal Process
Appendix 5	Excerpts from P.L. 93-288, as amended
Appendix 6	FEMA's HMGP Guidance for Acquisitions & Relocations
Appendix 7	Relocation Assistance to Tenants Worksheet